

Job Description: SUPERINTENDENT (PARKS)

CLASS NO. 2601

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 21

FLSA: Exempt

SUMMARY OF POSITION

Supervise repair and maintenance work in county parks and other county facilities. Administer the day-to-day department operations including preparing budget and purchasing equipment or maintenance supplies.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Equipment Operator I and Maintenance Worker (Parks and Recreation)
3. Other: Has frequent contact with County Commissioners and members of various community groups.

EXAMPLES OF WORK

Essential Duties*

Oversees Parks Department personnel, including planning work, evaluating performance, and making recommendations on hiring, firing, and disciplining;

Monitors maintenance for county parks, county building grounds, airport grounds, solid waste box sites, and landfill grounds, and ensures clean, serviceable conditions at same;

Oversees routine and preventive maintenance of park department motorized equipment;

Purchases necessary supplies and equipment for park repair or maintenance projects;

Assist various civic organizations in overseeing the set-up and clean-up of public events including the Rice Festival, Gatorfest, and several youth sports leagues.

Serve as General Manager of the Chambers County Youth Project Show.

Prepares departmental budget and maintains budgetary expenditure records; and

Receives requests from the general public or county officials related to necessary repairs or maintenance at county facilities.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 6/11/2013

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Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: county parks procedures and policies; and grounds and building maintenance techniques.

Skill/Ability to: assign, supervise, and evaluate work of park maintenance workers; demonstrate proficiency in both oral and written communication; safely operate departmental vehicles; maintain accurate necessary records; prepare and administer department budget; establish and maintain effective working relationships with employees, county officials, and the general public; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least five years of related work experience, at least one of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.